

To: Students, Staff, and Faculty of the Salem Campus
From: Frank E. Longaker, Chairman *Frank Longaker*
Ref: Crime Reporting In Accordance With Public Law 101-542 dated November 8, 1990

Reissued October 1, 2012

"Crime Awareness and Campus Security Act of 1990"

Section 485 of the Crime Awareness and Campus Security Act of 1990 (20 U.S.C. 1092) requires that each institution of Higher Education collect and disseminate, through appropriate publications or mailings, an annual security report containing certain information. That report, together with a statement of the college's policies and procedures, is as follows:

Reporting of Criminal Offenses:

Staff, faculty or others who become aware of criminal actions or other emergencies occurring at this campus should immediately notify the campus director or other senior campus administrative official. The college's policy upon being notified of criminal actions or other emergencies is to contact the local police agency or emergency facility. In the event that the campus director or other official is unavailable, the individual becoming aware of the criminal activity or other emergency should immediately contact the local community police department by dialing 540-375-3078. As it is the college's policy upon being notified of criminal actions or other emergencies to contact the local police agency or emergency facility, reports of crime cannot be held in confidence.

In the event that a situation arises, either on or off campus, that, in the judgment of the campus director, constitutes an ongoing or continuing threat, a campus wide 'timely warning' will be issued. The warning will be issued through the college email system to students, faculty, and staff.

Security and Access:

Access to all college facilities is limited to currently enrolled students, staff and faculty under current employment conditions and any personnel visiting the college on official business. All visitors to the college are required to report to the receptionist area to state their business and obtain appropriate permission to be in the area in which they wish to conduct their business or see the individuals with whom they are visiting.

The college's facilities are open only during normal working hours and are secured and locked upon the expiration of those hours. The normal working hours are from 7:30 in the morning until 10:30 in evening. Special occasions may involve an extension or contraction of those normal hours of opening. Upon the completion of the daily operating hours, a designated

administrative official of the college tours the campus and secures all external doors and necessary internal areas.

Emergency Evacuation and Response Procedures:

Upon confirmation of an emergency or threat, a determination will be made at the campus level whether an emergency notice would compromise efforts to contain the emergency. If it is determined that containment efforts would not be compromised by the notice, the campus will initiate the emergency notification process (utilizing email and texting) through the Event Link service to the campus community. Each year all campuses conduct two tests of the National College Emergency Plan - one announced and one unannounced. During the tests an emergency email/text will be sent via Event Link and campus staff and students will be asked to proceed as they would during an actual emergency (with the exception of notifying medical, fire or police agencies). Results of the tests are documented and any corrective actions implemented as necessary.

Campus Law Enforcement:

The college does not maintain specialized law enforcement personnel. The administrative staff is fully authorized to contact local and state police agencies to allow them to perform their responsibilities in the community and at the college campus. Those responsibilities may include arrest and removal of individuals engaged in possible unlawful acts.

Encouragement of Accurate and Prompt Crime Reporting:

By means of this memorandum, the college encourages all staff, faculty, students and visitors to promptly and accurately report any crimes committed at the campus to the campus director and the local police agency.

Counselors:

The college has no pastoral or professional counselors to whom the reporting of crimes on a voluntary, confidential basis may be made.

Security Awareness Programs:

The College annually informs students and employees about campus security procedures and practices through the dissemination of this memo and by this memo encourages students and employees to be responsible for their own security and the security of others. No other type of program is currently available.

Crime Prevention Programs:

Beyond the dissemination of this memorandum on a continuous basis to individuals requesting it and via the campus bulletin boards and the campus notifications, no other programs are designed by the college to inform students and employees about the prevention of crimes.

Crime Statistics:

OFFENSE	2011 STATISTICAL SUMMARY (9/1/11 TO 8/31/12)	2011 EVIDENCE OF HATE CRIME	2010 STATISTICAL SUMMARY (9/1/10 TO 8/31/11)	2010 EVIDENCE OF HATE CRIME	2009 STATISTICAL SUMMARY (9/1/09 TO 8/31/10)	2009 EVIDENCE OF HATE CRIME
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0
Sex Offenses, Non Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	1	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny – Theft (except motor vehicle)	0	0	1	0	2	0
Intimidation	0	0	0	0	0	0
Damage/Vandalism of Property	0	0	0	0	0	0

Criminal Activity Off Campus:

The college has no recognized off-campus student organizations and does not monitor or record activities of any off-campus organizations.

Alcoholic Beverages and Illegal Drugs:

The college strictly prohibits the possession, use, and sale of alcoholic beverages on college property and fully complies with state requirements regarding underage drinking laws. Further the college forbids the possession, use, and sale of illegal drugs on college property and fully complies with federal and state drug laws concerning the enforcement of these laws. The college's policies on drug and alcohol abuse educational programs are attached. This pamphlet is available via the college website, www.national-college.edu > About National > Consumer Disclosure Information > Drug/Alcohol Abuse Information, and by dissemination through college bulletin boards and in other selected areas.

College Statistics:

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Liquor Law Arrests	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0

Sexual Offenses:

The college provides information to students concerning sex offenses by disseminating educational literature on the topic through orientation packages, official notices on bulletin boards, and through the availability of additional information through the campus director's office and student services. Information concerning registered sex offenders may be obtained from the local law enforcement agency with jurisdiction for the campus.

Staff, faculty, and students who become aware of a sex offense should immediately contact the campus director. The campus director should then contact the local police. If the campus director is unavailable, then the staff/faculty member who becomes aware of the offense should contact the police. Whoever reports the offense should take appropriate action to secure the scene to preserve evidence for the police until the police arrive and take over.

Any time a staff or faculty member becomes aware of a sex offense, the campus director and/or local police should be notified. It is the option of the student as to whether they wish to pursue prosecution of the offense. A staff/faculty member, upon request, will assist the student in contacting the law enforcement authority. The college does not have individuals to counsel victims of sex offenses; however, the campus director or student services will refer the student to a local counseling service. If requested by the victim of a sexual offense, and if reasonably available, the college will make changes to the victim's academic schedule.

The college may take disciplinary action independently of police and the courts action. The institution may take such disciplinary action as it deems appropriate in accordance with the procedures set forth in the college handbook, including but not limited to, suspending a student for the rest of the term or dismissing the student from the college with no re-entry available. In any disciplinary proceeding, neither the accused nor the accuser have the right to have others present during the proceeding. Both accused and accuser will be informed of the outcome of any institutional disciplinary procedure.